

**Middle School Initiative****PART I  
COVER SHEET****CAP 6 SEMESTER 1 WEEK 5****COURSE:** Logistics Officer Staff Duty Analysis, Achievement 15**LESSON TITLE:** Distribute Supplies to Individuals**LENGTH OF LESSON:** 50 Minutes**METHOD:** Performance**REFERENCE(S):**

1. *Leadership: 2000 and Beyond*, Volume III, Chapter 14
2. CAPP 52-14, *Staff Duty Analysis Guides*, Attachment 1, 15 Oct 98
3. CAPR 20-1, *Organization of Civil Air Patrol*, Part III, 29 May 00
4. CAPR 66-1, *Civil Air Patrol Aircraft Maintenance Management*, 1 Feb 00
5. CAPR 67-1, *Civil Air Patrol Supply Regulation*, 15 Aug 00
6. CAPM 67-2, *Civil Air Patrol Aircraft Parts Supply Depot*, 1 Jan 00
7. CAPR 67-4, *Acquiring, Reporting and Disposing of Corporate Aircraft*, 1 Mar 94
8. CAPR 76-1, *Travel of Civil Air Patrol Members via Military Aircraft and Surface Vehicles and Use of Military Facilities*, 15 May 97
9. CAPR 77-1, *Operation of Privately Owned and Civil Air Patrol Vehicles*, 1 May 93
10. CAPR 87-1, *Acquisition of Real Estate and Facilities for Civil Air Patrol*, 1 Jan 89
11. Administrator's Guide, Chapter 2, Section F; Chapter 3, Section H; and Attachment 6

**AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S):** Handout 1 - Supply Items for Issuing to Individuals**COGNITIVE OBJECTIVE:** The objective of this lesson is for each cadet, using a list of supplies, to express their understanding of the proper regulations by taking necessary action to distribute the supplies to individuals in the unit.**COGNITIVE SAMPLES OF BEHAVIOR:** Each cadet will prepare all required documentation for the items listed on their list.**AFFECTIVE OBJECTIVE:** N/A**AFFECTIVE SAMPLES OF BEHAVIOR:** N/A

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### **PART II TEACHING PLAN**

#### **Introduction**

**ATTENTION:** How many times have you received equipment or uniforms from the unit supply? Have you ever wondered how the supply officer keeps track of which cadet has been issued which item? Today, we will complete the required documentation for the issuance of items on your list to individuals within the unit.

**MOTIVATION:** As the old saying goes, "No job is finished until all the paperwork is done" is a fitting axiom of today's activity. You can give items out without the proper paperwork, but would you have the records to document the location of these items for an inspection? No, you wouldn't. It is extremely necessary to document the location of all equipment and uniforms if ever inspected by CAP-USAF. Civil Air Patrol (the logistics officer, commander) is held accountable for all items that each unit has in its possession.

**OVERVIEW:** In this lesson, we will learn the proper way to document the issuance of items to individuals within the unit.

**TRANSITION:** Let's begin.

#### **Body**

**Instructor's Note:** Hand out the Handout for the cadets to use in the issuance of the items to individuals within the unit. Ensure that all required forms are available in quantity for the cadet's use. Make sure the regulations are readily available for research. Each cadet should select different types of items from the list (radio, uniform, equipment, etc.).

**MP 1** Select four items from your list making sure that each item is from a different category. Complete the necessary document for each item. When you feel that you have everything in order, bring it to the unit logistics officer for checking.

#### **Conclusion**

**SUMMARY:** We have issued four items from a list to individuals within the unit complete with all proper documentation.

**REMOTIVATION:** Remember the axiom about paperwork. Paperwork can be done two ways, incorrectly or correctly. It is easier and timesaving to do the paperwork correct the first time instead of having to redo it. With correct paperwork, you provide a complete audit trail and documentation of what has been issued to whom, when the annual inventory, change of supply officer inventory, or change of unit commander inventory is accomplished. The use of the Inventory Forms in the Administrative Guide, Attachment 6, Helpful Items for Middle School Initiative Civil Air Patrol, will aid you with the inventory.

**CLOSURE:** Next, we will begin our Aerospace Education reviews.

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**PART III  
LESSON REVIEW**

**LESSON OBJECTIVE(S):** The objective of this lesson was for each cadet using a list of supplies, prove their understanding of the proper regulations by taking necessary action to distribute the supplies to individuals in the unit.

**LESSON QUESTIONS:** None